

District Teacher of the Year Guidelines

The following is a sample schedule and program guide a district may use to administer its District Teacher of the Year (TOY) program. A district may use other methods to administer its District TOY program so long as the items listed in bold, red font are completed. The items in bold, red font are required if the district wishes to ultimately nominate its District TOY for the ESA Regional TOY Award.

Due By	Superintendent/CEO Responsibilities
Feb. 15	<p>Every Superintendent/CEO should ensure the District TOY Nomination Forms are available in all school district buildings and on the school district website, if possible. (The forms can also be posted in local newspapers, in banks, churches, grocery stores, etc.)</p> <p>Every Superintendent/CEO should strongly encourage each of his or her schools to nominate a TOY.</p>
March 25	<p>Each Superintendent/CEO should ensure that all District TOY Nomination Forms have been received from his or her schools.</p> <p>Each Superintendent/CEO's office should review the District TOY Nomination Forms for completeness.</p>
April 1	<p>Each Superintendent/CEO office should use some method to select the District TOY. (A selection committee can be used to make the selection; such a committee may include persons involved in education, parents, community members, etc.)</p>
April 5	<p>School districts may hold recognition events to honor their District TOYs.</p> <p>Each Superintendent/CEO should get the ESA Regional TOY Nomination Form to the District TOY. <u>**Please allow the District TOY sufficient time to complete the ESA Regional TOY Nomination Form.</u></p>
April 20	<p>Each Superintendent/CEO should ensure that the District TOY has completed and sent the ESA Regional TOY Nomination Form to the district's ESA director. <u>**Keep in mind that if your District TOY is selected as a Regional ESA TOY, he/she will need to complete a 16 page application, gather signatures and submit a 15 minute teaching video for the state TOY process.</u></p>

The District TOY Nomination Form and the ESA Regional TOY Nomination Form are available online at <http://doe.sd.gov/oatq/distinguishededucators/TOY/index.asp>.

NOTE: Each district will need to enter its district information in the appropriate places on the District TOY Nomination Form before publicizing the form. Each district will need to enter its ESA information

in the appropriate places on the ESA Regional TOY Nomination Form before giving the form to the District TOY. For additional information contact Lanette Johnston by email at lanette.johnston@state.sd.us or by phone at 605-773-8415.